



Personnel Administration

DROP ACTION



Demonstration

- **DROP ACTION**

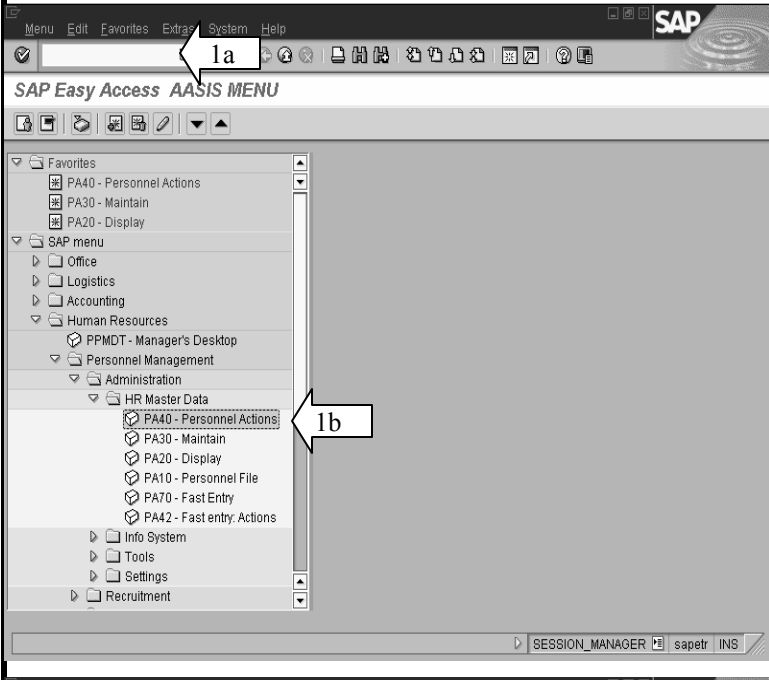
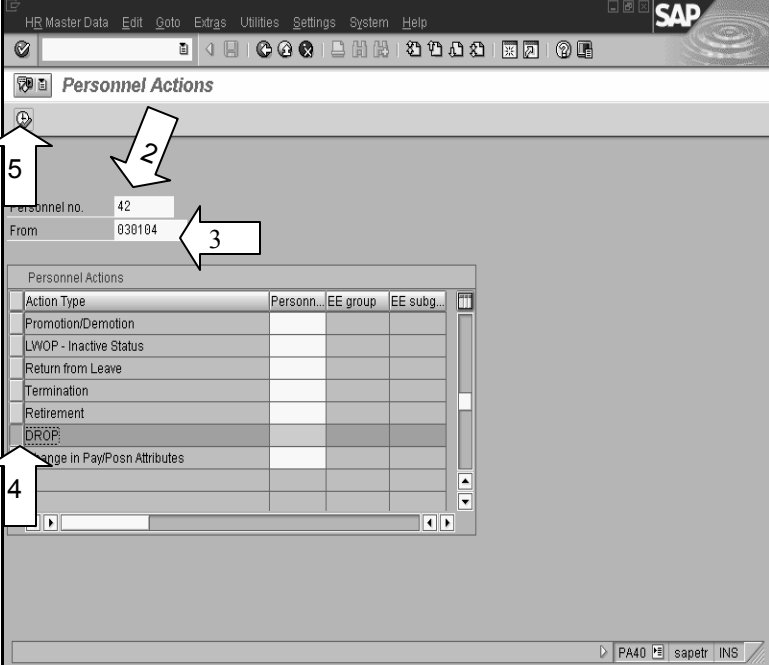
Human Resources > Personnel Management >
Administration > HR Master Data > Personnel
Actions
(PA40)

Note: The DROP (Deferred Retirement Option Plan) Action does not stop employer matching or employee contribution from being made to the employee's retirement plan. Communication to the Agency's personnel with the role of Agency Benefits Specialist needs to be notified of the employee's enrollment in the DROP, so that if necessary the retirement plan can be ended. Otherwise, overpayments may be paid to the retirement plan.





DROP ACTION

SCREEN VIEW	STEPS
	<p>1a. Enter transaction code PA40 in the command field and press enter,</p> <p>OR</p> <p>1b. Optional - Follow the menu path and double click on Personnel Actions.</p>
	<p>2. Enter the employee's Personnel number.</p> <p>3. Enter the employee's DROP effective date. This is the employee's date of enrollment in DROP. It is usually the 1st of the month for APERS-DROP.</p> <p>The effective date must be within the current fiscal year. If the employee was enrolled in DROP for a previous fiscal year.</p> <p>4. Select DROP under Action Type.</p> <p>5. Click Execute.</p>



DROP ACTION

SCREEN VIEW

The screenshot shows the SAP 'Copy Actions' screen. At the top, a menu bar includes 'InfoType', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. A callout box with the number '7' points to the 'Execute info group' button. Another callout box with the number '8' points to the 'Change info group' button. The main area contains several data fields: 'Pers.No.' (42), 'Name' (Jerri Jolley), 'EE group' (1 Regular State Em...), 'Personnel ar' (FA04 DFA), 'EE subgroup' (UE Employee), 'SSN' (126-60-7510), and 'Start' (03/01/2004 to 12/31/9999). Below these is the 'Personnel action' section with 'Action Type' (DROP) and 'Reason for Action' (B1). A callout box with the number '6' points to the 'Reason for Action' field. The 'Status' section includes 'Customer-specific' (No Concurrent Employment), 'Employment' (Active), and 'Special payment' (No special payment). The 'Organizational assignment' section shows 'Position' (22080002 INSURANCE SPECIALIST II), 'Personnel area' (FA04 DFA), 'Employee group' (1 Regular State Empl.), and 'Employee subgroup' (UE Employee). At the bottom right, there are buttons for 'PA40', 'sapetr', and 'INS'.

STEPS

6. Select "DROP" from the drop-down list or enter "01".

7. Click Enter.

The message, "Record valid from (date) to 12/31/9999 delimited to end" may appear.

Click Enter again.

The message, "Save your entries" should appear.

8. Click Save.

The screenshot shows the SAP 'Copy Organizational Assignment' screen. At the top, a menu bar includes 'InfoType', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. A callout box with the number '9' points to the 'Contract' field. The main area contains several data fields: 'Personnel No.' (42), 'Name' (Jerri J.), 'Status' (Active), 'EE group' (1 Regular State Em...), 'Personnel ar' (FA04 DFA), 'EE subgroup' (UE Employee), 'SSN' (126-60-7510), and 'Start' (03/01/2004 to 12/31/9999). Below these is the 'Enterprise structure' section with 'CoCode' (ARK State of Arkansas), 'Leg. person' (), 'Subarea' (DAL1 OT,Std,ASHB), 'Cost Ctr' (383225 SCI-FI), and 'Bus. Area' (0610 DEPT OF FINANCE AND ...). The 'Personnel structure' section shows 'EE group' (1 Regular State Empl.), 'Payr. area' (11 Arkansas Bi-Week), 'Contract' (1000 Hours/Year), and 'Drop 1000Hrs Yr'. A callout box with the number '9' points to the 'Contract' field. The 'Organizational plan' section shows 'Percentage' (100.00), 'Assignment' (), 'Position' (22080002 INSURANCE SPECIA...), 'Job key' (21669619 A002 MEMBER ADVOCATE), and 'Exempt' (N). At the bottom right, there are buttons for 'PA40', 'sapetr', and 'INS'.

9. In the Contract field, click on the drop-down list and select the appropriate option.

For employees who enroll in the DROP and work 1,000 hours or more a year, select "Drop 1000 Hrs Yr". This employee will be eligible for the health and life benefits, but not retirement.

For employees who enroll in the DROP and work less than 20 hours a week, select "Drop < 20 Hrs Wk". This employee will not be eligible for any benefits.



DROP ACTION

SCREEN VIEW

10. Click Enter.

11. Click Save.

12. Enter the employee's DROP start date. This should be the same date used in step 3.

13. Click Enter.

14. Click Save.

STEPS

10. Click Enter.

The message, "Record valid from (date) to 12/31/9999 delimited to end" may appear.

Click Enter again.

The message, "Save your entries" should appear.

11. Click Save.

12. Enter the employee's DROP start date. This should be the same date used in step 3.

13. Click Enter.

14. Click Save.



DROP ACTION

SCREEN VIEW

STEPS

Infotype Edit Goto Extras System Help

15

Create Monitoring of Task

16

Personnel No. 42 Name Jerri J. Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 126-60-7510

Task

Task Type DROP End Date

Date of Task 14 indicator New task

Reminder

Reminder Date

Lead/follow-up time

Comments

Record created PA40 sapetr INS

Infotype Edit Goto Extras System Help

Copy Date Specifications

Personnel No. 42 Name Jerri J. Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 126-60-7510

Start 03/01/2004 to 12/31/9999

Date Specifications

Date type	Date	Date type	Date
Z1 Original Hire Date	08/18/2003	Z2 Career Service Date	08/18/2003
Z3 Latest Hire Date	08/18/2003	Z4 Leave Accrual Date	08/18/2003

17 18 19 20

Record created PA40 sapetr INS

14. Enter the employee's DROP end date. The DROP end date is seven years from the DROP start date.

You may want to use the Lead/follow-up time field to set an automated system reminder of the DROP end date. Change the default date only if the required date is different from the default date. Type in a number in the left field. Use the drop-down list to select days, weeks, months or years in the right field. The person identified on the employee's Organizational Assignment infotype as the Personnel Administrator will receive the reminder notice in their SAP inbox.

15. Click Enter.

16. Click Save.

17. Select "DROP Start Date" from the drop-down list.

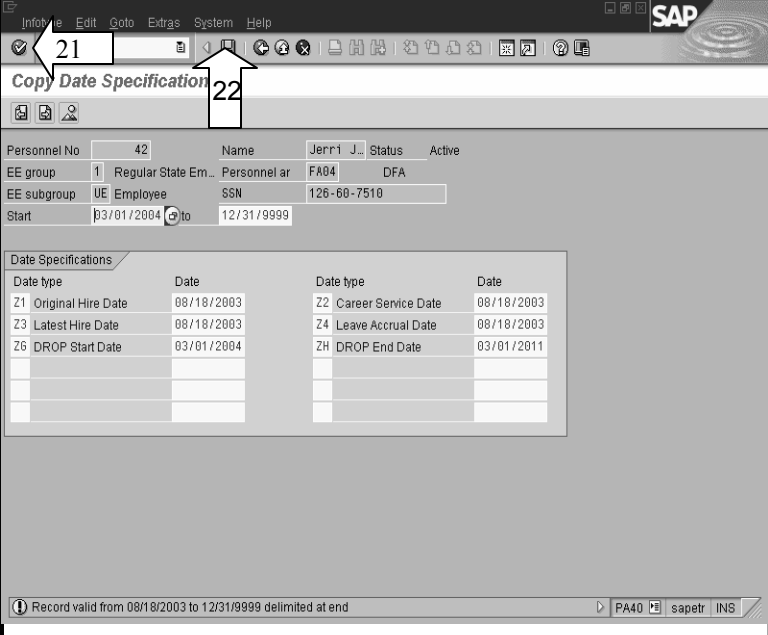
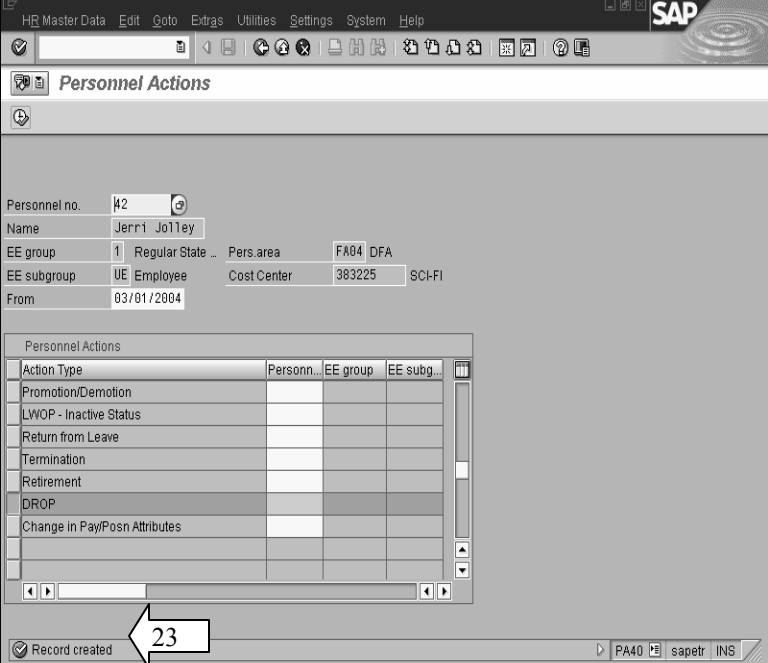
18. Enter the employee's DROP start date.

19. Select "DROP End Date" from the drop-down list.

20. Enter the employee's DROP end date.



DROP ACTION

SCREEN VIEW	STEPS
	<p>21. Click Enter.</p> <p>The message, “Record valid from (date) to 12/31/9999 delimited to end” may appear.</p> <p>Click Enter again.</p> <p>The message, “Save your entries” should appear.</p> <p>22. Click Save.</p>
	<p>23. The message, “Record created” will appear.</p>